



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **RESEARCH ANALYST II**

**\$4,110-\$4,997**

**STATISTICAL ANALYSIS BUREAU**

**LOS ANGELES**

### **RESPONSIBILITIES:**

Under direction of the Bureau Chief, the Research Analyst II will participate in gathering statistics as part of a data collection study as it relates to a particular insurance need of the Department. Specifically, the incumbent will design, program, test, and implement automated data collection systems, surveys, and special studies; develop support systems such as tracking, editing, and summary level reporting using PC's and commercial software; review and analyze data submitted by insurers or data gathered from other sources, apply mathematical formulas in calculating averages, aggregates, critical ratios, and other statistical and actuarial tests, and prepare written reports of findings to management; and other related duties as assigned.

### **DESIRABLE QUALIFICATIONS:**

- Bachelor degree in math, statistics, business administration, economics, or other science degrees with adequate math/computer background.
- Good analytical and communication skills.
- Ability to participate in a cooperative team environment and follow the day-to-day work progress of teams and individual analysts, and ensure that all project timetables are met.
- Knowledge of research methods and techniques including planning studies and investigations, statistical procedures, general principles, concepts and terminology used in research.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Research Analyst II level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Priscilla Molina, Department of Insurance-Human Resources, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "RA II, #318-5731-008" on the State application.** For additional information, please call (916) 492-3260.

**FINAL FILING DATE: January 2, 2001 or until filled**

**NOTE: Interested individuals, including list eligibles, must submit application in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

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